

**CITY OF SUNNYVALE  
SERVICE REVIEW PROCESS**

**Department Summary**

**Department:** Finance

**Program:** Financial Management and Analysis

<b>No.</b>	<b>Service Name</b>	<b>Category Assignment (Staff)</b>	<b>Category Assignment (Council)</b>	<b>Council Comments</b>
1.	Financial Analysis	Core internal		
2.	Provide Management and Administrative Services to Finance Department	Core internal		
3.	Performance Audit	Core internal		
4.	Financial/Operational Audits	Legally Mandated: City Charter Core internal		
5.	Revenue Audits	Core internal		

**Program:** Accounting, Financial Reporting and Employee Payroll

6.	Grants Monitoring and Billing	Legally mandated: Other government agency Core internal		
7.	Accounting for City Financial Transactions	Core Internal		
8.	Financial Reporting of City Transactions	Legally mandated: Other government agency City Charter Core internal		
9.	Maintain City's Centralized Financial System	Core Internal		
10.	Provide Management and Administrative Services for Accounting, Financial Reporting and Payroll Services	Core Internal		
11.	Employee Payroll Management and Distribution	Legally mandated: Other government agency Core internal		

**Program:** Utility Business Management

12.	Meter Reading Services	Legally mandated: City Ordinance Core external		
13.	Utility Billing Customer Service, including customer contact and processing payments	Legally mandated: City Ordinance Core external		
14.	Utility Business Management	Legally mandated: City Ordinance Core external		
15.	Delinquent Utility Account Management	Legally mandated: City Ordinance Core external		
16.	Provide Management and Administrative Support Activities for Utility Business Management activities	Core internal		

**Program:** Procurement Management

17.	Citywide Procurement of Goods and Services	Legally mandated: City Charter City Ordinance Core internal		
18.	Payment of Supplier Invoices (Accounts Payable)	Legally mandated: Other government agency City Charter City Ordinance Core internal		
19.	Procurement Systems Operation and Support	Core internal		
20.	Central Warehousing, inventory, and disposal of surplus	Core internal		
21.	Provide Management and Administrative Services to procurement management activities	Core internal		

**Program:** Budget Management

22.	Prepare Budget and Long-Range Financial Plan	Legally mandated: City Charter Core internal		
23.	Provide On-Going Budget Analysis	Core Internal		
24.	Communicate City's Budgetary Position to Stakeholders	Expected/ Traditional		
25.	Provide Budget Management Program Support	Core Internal		

**Program:** Treasury/Cash Management

26.	Billing and Receiving Payment for all City Accounts Receivable, including Business License and Transient Occupancy Taxes	Legally Mandated: City Ordinance Core Internal		
27.	Conduct and Manage All City-Wide Cash Processes	Legally Mandated: Other Government Agency Core Internal		

28.	Provide Management and Administrative Services in support of Treasury/Cash Management Program	Core Internal		
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